



Administrative Clerk – Building & Inspection

July 29, 2014

Job Summary:

Performs skilled clerical support work involved in the administration of building, planning, and engineering services; answers multi-line telephone, directs calls or takes messages, greets and assists visitors and provides general information or directs to appropriate personnel; composes and prepares routine letters, memoranda and correspondence using microcomputer, word processing and spreadsheet software; sets up, organizes and maintains filing system, retrieves documents as needed, updates various lists, document logs, searches files, compiles information and prepares routine reports as directed and assists in coordinating special events.

Knowledge:

Knowledge of office administration practices, methods and procedures. Knowledge of the use, operation and capabilities of office equipment and communication systems. Reading skills to comprehend directives, policies, records, reports, and similar non-complex material. Skills to compose and complete documents, forms, reports, and records in an accurate and timely manner. Proficient in Microsoft Office.

Education and Experience:

Have one year of post high school training in office technology, business or related field. OR Equivalent combination of education, training, and experience.

Qualified Applicants Should Submit:

City of Tuskegee application to
HUMAN RESOURCE DEPARTMENT
Re: **Administrative Clerk-Economic Development**
101 Fonville Street, Rm. 201
Post Office Box 830687
Tuskegee, Alabama 36083

Apply online at: www.tuskegeecalabama.gov
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